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ABSTRACT

A complete guide to developing a library-wide preservation program, this book can help library staff to map out a system that is both preventative and curative. By decentralizing preservation activities and integrating them into ongoing library functions, libraries can preserve materials effectively, efficiently, and with buy-in from staff. The book's strategies can be applied to: creating an "around-the-building" approach to preservation; implementing preventative "on-the-job" techniques; and identifying "who-does-what," by following the functional listing in the table of contents. Chapters include: "The Library Director"; "The Library Building Manager"; "Collection Development and Acquisitions"; "Circulation and Stack Maintenance"; "Binding, Repair, and Reformatting"; "Cataloging and Materials Processing"; "Access Services"; "Interlibrary Loan"; "Reference and Information Services"; "Special Collections and Archival Materials"; "Microforms, Sound Recordings, Video Formats, and New Media"; and "Library Systems." A Resource Guide and Bibliography is provided. Includes an index. (AEF)

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